

UTE7924
ORIGIN PER-00

219503
SOURCE: DISKETTE.037433
DRAFTED BY: M/DHR/FLO:JIKELS:KL -- 10/12/04 7-1076
APPROVED BY: M/DGHR/FLO:FBARNES
M:ASISK AF/EX:SNOLAN M/DGHR:JOKEEFE EAP/EX:FCOOK
EUR/EX:GWELCH NEA/SA/EX:CRICHE WHA/EX:JEPOWELL
IO/EX:TTIERNAN M/R:RSERVICE S/ES-O:MALABONTE

-----71262E 122130Z /38

R 121916Z OCT 04
FM SECSTATE WASHDC
TO ALL DIPLOMATIC AND CONSULAR POSTS
SPECIAL EMBASSY PROGRAM
AMEMBASSY DUSHANBE

UNCLAS STATE 219503

E.O. 12958: N/A

TAGS: AMGT, KFLO, KSEP

SUBJECT: EMPLOYMENT OPPORTUNITY IN THE FAMILY LIAISON
OFFICE

1. THE FOLLOWING IS A VACANCY ANNOUNCEMENT IN THE FAMILY
LIAISON OFFICE (M/DGHR/FLO). PLEASE PASS TO CLO
COORDINATOR AND PUBLISH WIDELY IN YOUR MISSION. PLEASE
SEND A COPY TO FAMILY MEMBERS INTERESTED IN EMPLOYMENT AND
RETURNING TO WASHINGTON, D.C IN THE NEAR FUTURE.

2. TITLE: EMPLOYMENT PROGRAM SPECIALIST, GS-0301-09 FULL
TIME, 2-YEAR LIMITED APPOINTMENT, EXCEPTED SERVICE,
SCHEDULE A. THIS APPOINTMENT IS NOT IN THE COMPETITIVE
SERVICE. THE SELECTED CANDIDATE WILL RECEIVE A 2-YEAR NON-
CAREER TERM APPOINTMENT WITH BENEFITS (FERS, TSP, FEGLI AND
FEHB).

3. SUMMARY AND BACKGROUND: FAMILY LIAISON OFFICE CLIENTS INCLUDE FOREIGN SERVICE AND CIVIL SERVICE EMPLOYEES AND THEIR FAMILY MEMBERS PREPARING FOR, SERVING ABROAD, OR RETURNING TO THE UNITED STATES. THE INCUMBENT OF THIS FULL-TIME POSITION WORKS UNDER THE DIRECTION OF THE EMPLOYMENT PROGRAM COORDINATOR IN THE FAMILY LIAISON OFFICE AND IS THE PRIMARY POINT OF CONTACT AND SYSTEM ADMINISTRATOR FOR THE FAMILY MEMBER EMPLOYMENT REPORT (FAMER).

FLO'S MAJOR AREAS OF INTERESTS ARE EDUCATION AND YOUTH, FAMILY MEMBER EMPLOYMENT, NATURALIZATION ASSISTANCE AND CRISIS MANAGEMENT AND SUPPORT SERVICES. WE DELIVER THESE SERVICES IN THESE AREAS THROUGH COUNSELING, TRAINING, BRIEFINGS, ONLINE PUBLICATIONS AND THE WORLDWIDE CLO PROGRAM. TO LEARN MORE ABOUT THE FAMILY LIAISON OFFICE VISIT OUR WEBSITES.

INTRANET: [HTTP://HRWEB.HR.STATE.GOV/FLO/INDEX.HTML](http://hrweb.hr.state.gov/flo/index.html)

INTERNET: [HTTP://WWW.STATE.GOV/M/DGHR/FLO](http://www.state.gov/m/dghr/flo)

4. MAJOR DUTIES

THE INCUMBENT OF THIS POSITION IS RESPONSIBLE FOR PERFORMING THE FOLLOWING MAJOR DUTIES ON A REGULAR AND RECURRING BASIS, ALTHOUGH THIS LIST IS NOT ALL INCLUSIVE.

ADMINISTER AND MAINTAIN THE SYSTEMS SUPPORTING THE FAMILY MEMBER EMPLOYMENT REPORT (FAMER) ONLINE DATABASE AND OTHER DATABASES AS REQUIRED.

COORDINATE "FAMER" INFORMATION, MARKETING, AND TRAINING FOR COMMUNITY LIAISON OFFICE COORDINATORS, MANAGEMENT OFFICERS AND HR OFFICERS, FLO STAFF AND OTHER DEPARTMENT OFFICES; DELIVER STAND-UP TRAINING ON THE "FAMER" AND OTHER DATABASE PROJECTS AS REQUIRED.

DEVELOP PERIODIC REPORTS, GRAPHS, CHARTS, AND PRESENTATIONS BASED ON DATA FOR USE BY THE DIRECTOR, DEPUTY AND OTHER FLO STAFF IN BRIEFINGS AND TRAINING SESSIONS.

GIVE PRESENTATIONS ON FAMILY MEMBER EMPLOYMENT BOTH IN-HOUSE AND FOR OTHER AGENCY SPOUSES AS REQUIRED.

PARTICIPATE IN AND COORDINATE SCHEDULE FOR FLO ON THE ROAD.

PROVIDE SUPPORT FOR THE BILATERAL WORK AGREEMENT PORTFOLIO AND OTHER EMPLOYMENT PROGRAMS AS REQUESTED BY THE EMPLOYMENT COORDINATOR AND BACK UP OTHER EMPLOYMENT TEAM MEMBERS AS REQUIRED.

MAKE RECOMMENDATIONS ON DESIGN OF SOFTWARE FOR END-USERS.

MONITOR THE FLOASKEMPLOYMENT MAILBOX. RESEARCH AND RESPOND TO CLIENT INQUIRIES.

SERVE AS COORDINATOR AND POINT OF CONTACT FOR THE NETWORK, FLO'S MONTHLY ELECTRONIC NEWSLETTER.

5. QUALIFICATIONS/RANKING FACTORS

CANDIDATE MUST BE A US CITIZEN AND HAVE A MINIMUM OF 3 YEARS EXPERIENCE GENERALLY GAINED THROUGH FIRST-HAND EXPERIENCE LIVING OR WORKING IN A U.S. EMBASSY OR CONSULATE COMMUNITY ABROAD THAT PROVIDED OPPORTUNITY TO GAIN AND DEMONSTRATE:

KNOWLEDGE OF EMPLOYMENT ENVIRONMENT FOR FOREIGN SERVICE FAMILY MEMBERS MANAGING CAREERS IN A MOBILE LIFESTYLE IN THE UNITED STATES AND AT US EMBASSIES AND CONSULATES ABROAD.

KNOWLEDGE OF FLO AND CLO PROGRAMS TO SUPPORT FUNCTIONS AND, WITH MINIMAL DIRECTION, ANSWER BASIC CLIENT QUESTIONS

HITTING THE FLO EMAIL BOXES.

ABILITY TO ANALYZE STATISTICS AND REPORTS FOR TRENDS AND CHANGES AND PRODUCE WRITTEN AND GRAPHIC REPORTS.

KNOWLEDGE OF COMPUTER PROGRAMS AND APPLICATIONS BEYOND BASIC USER SKILLS THAT WILL ENABLE THE INCUMBENT TO BE AN ACTIVE PARTICIPANT IN FUTURE SOFTWARE DEVELOPMENT AND DESIGN.

ABILITY TO WORK UNDER TIGHT DEADLINES.

KNOWLEDGE OF GRAMMAR, PUNCTUATION, AND SPELLING.

ABILITY TO COMMUNICATE IN WRITING AND ORALLY.

ABILITY TO PRIORITIZE AND RECOGNIZE WHICH INFORMATION IS RELEVANT TO THE TASK AT HAND.

6. HOW TO APPLY: INTERESTED INDIVIDUALS MAY SUBMIT ONE OF THE FOLLOWING: AN OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF-612), A SF-171, A RESUME OR ANY OTHER WRITTEN FORMAT (SEE IMPORTANT INSTRUCTIONS FOR SUBMITTING A RESUME AT THE END OF THIS ANNOUNCEMENT). IN ADDITION, EACH CANDIDATE MUST SUBMIT A SUPPLEMENTAL STATEMENT THAT ADDRESSES EACH RANKING FACTOR AND EXPLAINS IN DETAIL HOW THE APPLICANT'S EXPERIENCE (PAID OR UNPAID), EDUCATION OR SPECIAL TRAINING RELATES TO THOSE QUALIFICATIONS (SEE NUMBER 5 UNDER ADDITIONAL INFORMATION).

APPLICATIONS WHICH ARE INCOMPLETE OR MAILED IN GOVERNMENT ENVELOPES WILL NOT BE CONSIDERED. SEND APPLICATIONS TO MS. BRENDA MARSHALL, HR/EX, ROOM H726, SA-1, DEPARTMENT OF STATE, WASHINGTON, D.C. 20520. APPLICATIONS MAY ALSO BE FAXED TO MS. MARSHALL ON (202) 663-2371. THE APPLICATION MUST BE RECEIVED BY CLOSE OF BUSINESS, FRIDAY, NOVEMBER 5,

2004. IF THERE ARE ANY QUESTIONS REGARDING THIS ANNOUNCEMENT INCLUDING QUESTIONS ABOUT EXCEPTED SERVICE, RELEVANCE OF EXECUTIVE ORDER ELIGIBILITY, PAY OR BENEFITS, PLEASE CALL JUDY G. IKELS, DEPUTY DIRECTOR, M/DGHR/FLO, ON (202) 647-1076 OR IKELSJG@STATE.GOV. OVERSEAS APPLICANTS MAY WANT TO EMAIL, CABLE, OR FAX (202-647-1670) THEIR INTENTION TO APPLY TO MS. IKELS. FLO HOPES TO FILL THIS POSITION IN TIME FOR THE INCUMBENT TO START WORK DECEMBER, 2004. QUALIFIED APPLICANTS CAN BE INTERVIEWED IN PERSON OR BY PHONE. IT IS NOT NECESSARY TO BE IN WASHINGTON AT THE TIME OF THE INTERVIEW.

7. EVALUATION METHOD: DETERMINATION OF BASIC ELIGIBILITY AND EVALUATION OF THE APPLICANT'S EXPERIENCE, EDUCATION AND TRAINING WILL BE BASED SOLELY ON A REVIEW OF THE FEDERAL APPLICATION OR RESUME. IT IS IMPERATIVE THAT THE INFORMATION PROVIDED BE IN SUFFICIENT DETAIL TO PERMIT ACCURATE EVALUATION OF ELIGIBILITY AND BACKGROUND AS THEY RELATE TO THE QUALIFICATION REQUIREMENTS LISTED IN THE ANNOUNCEMENT.

8. ADDITIONAL INFORMATION: 1. ALL CURRENT FEDERAL EMPLOYEES AND REINSTATEMENT ELIGIBLES MUST SUBMIT A CURRENT PERFORMANCE APPRAISAL AND A SF-50 SHOWING PROOF OF COMPETITIVE STATUS. (IF A CURRENT PERFORMANCE APPRAISAL DOES NOT EXIST, A FORM DS 1812 (APPLICANT APPRAISAL) OR EQUIVALENT FORM FROM ANOTHER AGENCY, SIGNED BY THE CURRENT SUPERVISOR, IS ACCEPTABLE, OR IF THE PERFORMANCE APPRAISAL OF RECORD DOES NOT FULLY ADDRESS THE RANKING FACTORS, THE DS 1812 MAY BE SUBMITTED.) 2. ALL APPLICANTS CLAIMING VETERANS' PREFERENCE MUST PROVIDE PROOF OF ELIGIBILITY. 3. ALL OTHER APPLICANTS (NON-STATUS) MUST SUBMIT INFORMATION IDENTIFIED ABOVE. 4. ALL APPLICANTS MUST SUBMIT INFORMATION THAT ADDRESSES THE RANKING FACTORS (QUALIFICATIONS) IN THIS ANNOUNCEMENT. 5. ALL APPLICANTS SHOULD SUBMIT SF-181, RACE AND NATIONAL ORIGIN FORM (FOR STATISTICAL PURPOSES ONLY).

- PRIVACY ACT INFORMATION: THE OFFICE OF PERSONNEL MANAGEMENT AND OTHER FEDERAL AGENCIES RATE APPLICANTS FOR FEDERAL JOBS UNDER THE AUTHORITY OF SECTIONS 1104, 1302, 3301, 3304, 3320, 3361, 3393, AND 3394 OF TITLE 5 OF THE UNITED STATES CODE. THE INFORMATION REQUESTED IS NEEDED TO EVALUATE YOUR QUALIFICATIONS. OTHER LAWS REQUIRE INQUIRING ABOUT CITIZENSHIP, MILITARY SERVICE, ETC.

9. INFORMATION FOR THOSE WHO WISH TO SUBMIT A RESUME: PLEASE NOTE THAT ALTHOUGH NEITHER THE FORMAT NOR A PARTICULAR APPLICATION FORM IS SPECIFIED, THERE IS CERTAIN INFORMATION THAT APPLICANTS MUST PROVIDE IN ORDER TO DETERMINE IF THE LEGAL REQUIREMENTS FOR FEDERAL EMPLOYMENT HAVE BEEN MET AND TO EVALUATE ONE'S QUALIFICATIONS. IF A RESUME FORMAT IS USED, IT MUST CONTAIN THE FOLLOWING INFORMATION FOR THE APPLICANT TO BE CONSIDERED FOR THE POSITION.

- PERSONAL AND EDUCATIONAL INFORMATION: 1. FULL NAME, MAILING ADDRESS (WITH ZIP CODE) AND DAY AND EVENING PHONE NUMBERS, INCLUDING AREA CODE; 2. SOCIAL SECURITY NUMBER; 3. COUNTRY OF CITIZENSHIP (MOST FEDERAL JOBS REQUIRE U.S. CITIZENSHIP); 4. VETERANS' PREFERENCE (PROOF OF ELIGIBILITY REQUIRED); 5. HIGHEST FEDERAL CIVILIAN GRADE HELD, INCLUDING SERIES, BEGINNING AND ENDING DATES; 6. NAME, CITY AND STATE OF LAST HIGH SCHOOL ATTENDED AND DATE OF DIPLOMA OR GED; 7. NAME AND STATE OF COLLEGES AND UNIVERSITIES ATTENDED, MAJOR FIELDS OF STUDY, TYPE AND YEAR OF ANY DEGREES RECEIVED (IF NO DEGREE, SHOW TOTAL NUMBER OF CREDITS EARNED AND INDICATE WHETHER THEY ARE IN QUARTER OR SEMESTER HOURS).

- WORK EXPERIENCE AND OTHER QUALIFICATIONS: APPLICANTS MUST PROVIDE INFORMATION ON THEIR WORK EXPERIENCE, BOTH PAID AND NON-PAID, THAT IS RELATED TO THE POSITION FOR WHICH THEY ARE APPLYING, INCLUDING: 1. JOB TITLE (SERIES

AND GRADE IF FEDERAL EMPLOYMENT); 2. DUTIES AND ACCOMPLISHMENTS; 3. EMPLOYER'S NAME AND ADDRESS; 4. SUPERVISOR'S NAME AND TELEPHONE NUMBER (INDICATE IF WE MAY CONTACT YOUR CURRENT SUPERVISOR); 5. STARTING AND ENDING DATES OF EMPLOYMENT (MONTH AND YEAR); 6. HOURS WORKED PER WEEK; 7. SALARY; 8. ANY OTHER QUALIFICATION, INCLUDING: JOB-RELATED TRAINING (TITLE AND DATE OF COURSE); SKILLS (E.G., LANGUAGES, TYPING SPEED, TOOLS, MACHINERY, COMPUTER SOFTWARE/HARDWARE); CURRENT LICENSES; OR HONORS, AWARDS AND SPECIAL ACCOMPLISHMENTS (E.G., HONOR SOCIETIES, PUBLICATIONS). 9. EARLY AVAILABILITY IS A DESIRABLE FACTOR.

THE CAREER DEVELOPMENT RESOURCE CENTER CAN FURTHER EXPLAIN APPLICATION DOCUMENTS AND MAY BE CONTACTED AT THEIR WEBSITES.

Intranet: <http://hrweb.hr.state.gov/csp/cdrc/index.html>

Internet: <http://www.state.gov/www/cdrc/index.html>

10. MINIMIZE CONSIDERED.

POWELL

NNNN